

Poona District Education Association's
MAMASAHEB MOHOL MAHAVIDYALAYA
(ARTS, COMMERCE & SCIENCE)
48/1 A, Erandawana, Paud Road, Pune - 411 038.

LEAVE APPLICATION

Name :

Department :

Date : / / 201

To,
The Principal,
MAMASAHEB MOHOL MAHAVIDYALAYA
Paud Road, Pune - 411 038

Subject : Application for C.L / D. L.

Respected Sir,

I request you to kindly sanction me days Causal / Duty Leave

from / / 201 to / / 201

Purpose of Leave :

Detail of Leave enjoyed till this date

| C.L. | D.L. | OTHER |
|------|------|-------|
| | | |
| | | |

Applicant's Signature

H. O. D.

Vice Principal

Casual / Duty Leave as per application has / has not been sanctioned

Principal

FOR OFFICE RECORD

The leave application submitted on dt. a.m./p.m. C.L. / D.L. as per sanction has been recorded on the muster and leave register.

Date : / / 201

Clerk

Note : Adjustment of periods during leave period.

P.T.O.

ARRANGEMENT OF PERIODS

Prof. is on leave from / /201 to / /201 during his

Leave period the arrangement of his / her periods is as under.

| Date | Period-Time | Class | Teacher Engaging Classes | Teacher's Sign |
|------|-------------|-------|--------------------------|----------------|
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Time-Table Incharge